



Lake County Sheriff's Office

Sheriff Daniel A. Dunlap

104 East Erie St., Painesville, Ohio 44077 (440) 350-5504

2013 ANNUAL REPORT

2013 Administrative Support Services Annual Report

Sheryl DePledge

In 2013, the Support Services Division daily operations functioned with a staff of twelve full time clerks and one part time clerks to assist with the Sheriff Sales.

January through March a clerk was on maternity leave. The Sheriff Sales operations were kept operational during this leave by the Division Administrator and Administrative Assistant.

A retirement at the end of 2012 created an opening in the Detective Bureau. A clerk was reassigned to that post and new clerk started in January for the Jail Trax clerk assignment. That hire resigned in March. After a posting and interviews, a clerk was hired in June to fill the vacancy. That clerk, after training, started working on her own on August 18, 2013. Another Jail Trax assigned clerk resigned on December 21, 2013 so we started the year looking for a replacement for that vacancy.

A part-time clerk was hired to assist the Sheriff Sales work area and started working on October 16, 2013. This clerk works three days a week and continues to learn the Sheriff Sales and Civil Process work areas. The number of Sheriff Sales received from the courts 2013 was down 198 from 2012. This continues to be a very busy area of the office functions.

In 2013, twelve full-time clerks used a total of 1,345 hours of sick time. This averages to fourteen (14) days per employee. However, a maternity leave and a lengthy illness with bereavement leave are included in this average. Minus these two extended leaves, the average sick days use per clerk is approximately seven (7) days.

To reduce the amount of paperwork generated for reporting incidents and to minimize data entry by the clerical staff, a paperless reporting process was developed and implemented on June 1, 2013. By utilizing our software, shift supervisors started reviewing the incidents of their shift on line and then sending a notification link to a newly created Clerk CAD Role Inbox. Links received in this inbox are then processed into the incident module by clerical staff. This process was great savings to both the Road Patrol and Clerical Divisions.

In February a section of cubicle partition walls that were 60" tall in the front office were replaced with 42" high walls at the request of the staff to be able to see the public at our front window more easily and for better communications. The newer "half-wall" cubicle unit was installed included storage drawers and an overhead cabinet for each of

the two clerks that are assigned to these work stations. Assistance for the install was received from Buildings & Grounds, the Telecommunications Department and our I.T. Staff to relocate furniture, computer and phone lines. The results of the lower cubicle walls have been well received.

In 2014, the cubicle unit that serves the Sheriff Sales should be replaced with the same type unit. In addition to creating a positive work flow for the staff, the base of this current, original unit is cracked.

LAKE COUNTY SHERIFF'S OFFICE
2013 ACTIVITY
CLERICAL DIVISION

<i>Type of Paper</i>	<i>2013</i>	<i>2012</i>	<i>Difference</i>
<i>CAD Case Numbers</i>	<i>77,747</i>	<i>73,179</i>	<i>+4,468</i>
<i>Warrants Received</i>	<i>1,446</i>	<i>1,272</i>	<i>+ 174</i>
<i>Warrants Served</i>	<i>837</i>	<i>793</i>	<i>+ 44</i>
<i>Warrants Recalled/Returned</i>	<i>269</i>	<i>216</i>	<i>+ 53</i>
<i>Warrants – Current Active</i>	<i>928</i>	<i>989</i>	<i>+ 61</i>
<i>Inmate Booking Packets</i>	<i>5,883</i>	<i>5,480</i>	<i>+ 403</i>
<i>Record Checks</i>	<i>660</i>	<i>611</i>	<i>+ 49</i>
<i>Expungements</i>	<i>216</i>	<i>285</i>	<i>- 69</i>

LAKE COUNTY SHERIFF'S OFFICE

2013 TRAFFIC & CRIMINAL DISBURSEMENTS

PAINESVILLE MUNICIPAL COURT

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
<i>January</i>	\$6,814	\$ 1,895	\$ 70	\$ 1,845	\$10,624
<i>February</i>	\$8,586	\$ 2,194	\$ 100	\$ 2,169	\$13,049
<i>March</i>	\$8,900	\$ 2,533	\$ 328	\$ 2,333	\$14,094
<i>April</i>	\$11,523	\$ 2,121	\$ 120	\$ 2,051	\$15,815
<i>May</i>	\$ 7,743	\$ 1,888	\$ 240	\$ 1,783	\$11,654
<i>June</i>	\$ 6,578	\$ 1,902	\$ 215	\$ 1,494	\$10,189
<i>July</i>	\$ 7,103	\$ 848	\$ 95	\$ 1,529	\$ 9,575
<i>August</i>	\$ 6,144	\$ 3,625	\$ 70	\$ 1,918	\$11,757
<i>September</i>	\$ 6,540	\$ 2,832	\$ 260	\$ 1,239	\$10,871
<i>October</i>	\$ 8,469	\$ 2,349	\$ 60	\$ 1,303	\$12,181
<i>November</i>	\$ 7,851	\$ 1,481	\$ 190	\$ 1,875	\$11,397
<i>December</i>	\$ 7,249	\$ 1,673	\$ 320	\$ 1,355	\$ 10,597
<i>2013 Totals</i>	\$93,500	\$25,341	\$2,068	\$20,894	\$141,803
<i>2012 Totals</i>	\$ 93,732	\$ 33,297	\$ 2,270	\$ 20,986	\$150,284
<i>Difference</i>	- \$ 232	- \$ 7,956	- \$ 202	- \$ 92	- \$ 8,481

PAINESVILLE MUNICIPAL COURT

TRAFFIC & CRIMINAL DISBURSEMENTS

OVER THE PAST 5 YEARS

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
2009	\$124,773.20	\$ 29,715.60	\$ 4,065.00	\$ 24,595.30	\$183,149.10
2010	\$111,333.65	\$ 25,990.31	\$ 3,850.00	\$ 23,408.80	\$164,582.66
2011	\$ 95,624.25	\$ 25,695.50	\$ 2,272.00	\$ 22,468.00	\$146,059.75
2012	\$ 93,731.50	\$ 33,297.39	\$ 2,270.00	\$ 20,985.30	\$150,284.19
2013	\$ 93,500.00	\$ 25,341.00	\$ 2,068.00	\$ 20,894.00	\$141,803.00

Activity for the Past Five Years

<i>Type of Paper</i>	2013	2012	2011	2010	2009
CAD Case Numbers	77,747	73,179	75,933	68,461	64,247
Warrants	1,446	1,272	1,281	1, 361	1,477
Inmate Booking Packets	5,883	5,480	5,413	5,745	6,242
Record Checks	660	611	709	742	910
Expungements	216	285	198	dna	dna

LAKE COUNTY SHERIFF'S OFFICE

2013 ACTIVITY

CIVIL PROCESS

TYPE OF ACTION	2013	2012	Difference
<i>Service Received</i>	1,853	2,124	-271
<i>Total Served</i>	1,562	1,710	-148
<i>Returned/Recalled- Unservable</i>	291	414	-112
<i>Summons on Indictments</i>	305	259	+46
<i>Stalking/Domestic Protection Orders</i>	467	493	-72

Activity for the Past Five Years

Type of Paper	2013	2012	2011	2010	2009
<i>Service Received</i>	1,853	2,124	2,331	2,800	2,617
<i>Total Served</i>	1,562	1,710	1,843	2,356	2,139
<i>Returned/Recalled- Unservable</i>	291	414	480	439	403
<i>Summons on Indictments</i>	305	259	267	303	327
<i>Stalking/Domestic Protection Orders</i>	467	493	438	417	362

LAKE COUNTY SHERIFF'S OFFICE

2013 ACTIVITY

SHERIFF SALES

TYPE OF ACTION	2013	2012	Difference
<i>Foreclosures</i>	1,309	1,507	-198
<i>Writs</i>	113	126	-13
<i>Executions</i>	21	64	-43
<i>Replevins</i>	7	12	- 5
<i>Confirmations</i>	405	481	-76
Total Papers	1,855	2,190	-335

<i>Foreclosures</i>	2013		2012		Difference	
<i>Total Appraised</i>	\$ 74,542,200.00		\$104,186,300.00		- \$29,644,100.00	
<i>Total Sales</i>	\$ 44,850,295.00		\$ 47,875,764.45		-\$3,025,469.45	
<i>Third Party Sales</i>	\$ 14,804,118.00		\$ 3,631,106.83		+\$11,173,011.17	
<i>Poundage Earned</i>	\$208,926.55		\$54,466.58		+\$154,459.97	
<i>Sheriff's Deeds Filed/Records at \$125.00 each</i>	541	\$67,625*	575	\$71,875*	-34	-\$4,250

*Monies deposited in General Fund

LAKE COUNTY SHERIFF'S OFFICE

SHERIFF SALES

Activity for the Past Five Years

Type of Paper	2013	2012	2011	2010	2009
Foreclosures	1,309	1,507	1,059	1,499	1,535
Writs	113	126	123	121	111
Executions	21	64	60	27	35
Replevins	7	12	23	23	27
Total Papers	1,805	1,709	1,265	1,670	1,708

Type of Action	2013	2012	2011	2010	2009
Total Appraised	\$74,542,200.00	\$104,186,300.00	\$119,582,00.00	\$136,313,500.00	\$156,807,211.00
Total Sales	\$44,850,295.00	\$ 47,875,764.45	\$51,069,979.13	\$ 48,683,413.57	\$47,169,391.82
Third Party Sales	\$14,804,188.00	\$ 3,631,104.83	\$ 6,293,447.96	\$ 4,011,450.00	\$ 2,830,836.85
Poundage Earned	\$ 208,926.55	\$ 54,466.58	\$ 94,400.51	\$ 58,306.50	\$ 44,379.58

Sheryl De Pledge

Administrative Support Services